

the shelton chronicle

A Publication for the Faculty and Staff
of Shelton State Community College

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THE SHELTON CHRONICLE is published twice a month by the Office of Public Relations and Alumni Affairs,
Shelton State Community College, (205)391-2221.

THIS MONTH ON CAMPUS

AUGUST 21- 22

FALL REGISTRATION

Aug. 21: 11 a.m. - 6 p.m.

Aug. 22: 9 a.m. - 3 p.m.

Skyland Auditorium

August 21: Room 406

Staff Convocation - 9 a.m.

Faculty/Adm Convocation 10 a.m.

AUGUST 23

First Day of Classes

Fall Semester

DROP AND ADD

August 23, 24, 25, 28, & 29

Please check for times.

AUGUST 21, 22, 23, 24, 29

Asset Test

Please check for time and place.

LEGISLATURE HONORS UMPHREY

Tuscaloosa's legislative delegation will present Shelton State President Tom Umphrey with a resolution from the Alabama Legislature in recognition of a statewide honor Umphrey received earlier this year. The

presentation will be made during a press conference scheduled for August 17 at 10 a.m. in Room 411 on Shelton's Skyland Campus.

In March Umphrey received the 1995 Distinguished Leadership Award for Two-Year Colleges. This award is given annually to one of Alabama's two-year college presidents by the Association of Alabama College Administrators and the Alabama Association for Women in Education.

Umphrey received the Distinguished Leadership Award in recognition of Shelton's accomplishments over the past several years. In 1992 Shelton became the first two-year college in the state to move from the quarter to the semester system, enabling Shelton to better serve its student body.

In 1994 Shelton made a commitment to the principles of quality management at the college, began construction of Shelton's new campus, successfully completed the merger between Shelton and C.A. Fredd, and received an unconditional reaffirmation of its accreditation status and approval of the merger by the Southern Association of Colleges and Schools.

During the fall of 1994, Shelton broke ground on its new campus. Completion is

323 LUDWIGSMOOS STATE NOT 1242
SHELTON STATE COMMUNITY COLLEGE
Records Office
The
Date:
scheduled for 1997.

In 1992 Shelton began the process leading to reaffirmation of its accreditation by undergoing a self-study. In 1994 a visiting committee reviewed the college's compliance, using a set of SACS criteria. The final evaluation was made by the Executive Committee of the Commission on Colleges of the Southern Association of Colleges and Schools. The merger between Shelton and Fredd was approved by SACS in 1994.

All of the faculty and staff of the college are invited to attend the press conference.

SHELTON'S BARBECUE BASH! MAKE YOUR PLANS NOW!

The Shelton State Foundation will host its annual Barbecue Bash on September 19 from 6 - 9 p.m. at the Northport Civic Center. A barbecue dinner will be served from 6 - 7 p.m. Bingo will be played from 7 - 9 p.m. Lots of money, including a jackpot, and prizes will be given away. In addition there will be a silent auction this year from 5 - 6:45 p.m. Local merchants are donating some great prizes that will be available for bids.

All profits from the Barbecue Bash will go directly back to the foundation to fund scholarships for deserving students. Mark your calendars now, and look for the bright green invitations that will soon appear in your mailboxes.

MANAGING OUR RECORDS

Shelton Cleans House

Since its inception in February, the College's Records Management program has made good progress. With help from Loretta Jones, Joan Kempster, Karen Crombie, and Paul Brown, approximately 100 boxes of old college records have been cleared for

destruction. These were primarily old instructor records and business records that no longer needed to be kept. Deans Howington, Kynard, and Fredd have worked to clarify the records schedules for instructional documents, such as syllabi and gradebooks, and have initiated a project to develop Master Course Syllabi, with the help of Fran Turner, for all courses.

The Records Management Group, which consists primarily of college administrators and is facilitated by Debbie Grimes, who serves as college records officer, has adapted the Alabama College System General Records Schedule to include specific information on Shelton's records.

Other activities of the group include the addition of records series numbers to all printed forms (as they are reprinted) and the purchase and distribution of stamps to be used for records to be filed. Dean Howington reports that he finds the use of "official" records series numbers and the records schedule to be quite helpful in completing reports for SACS and in documenting college activities.

** Please note that it is no longer necessary to send brochures and other information on travel to the library. All travel related documentation is to be attached to claim forms and filed in the Business Office.*

HOW TQM HELPED ME

*Notes from Fran Turner,
Reading Instructor*

"I am applying what I have learned in TQM training to make improvements in Shelton's reading program. After getting student, instructor, and administrative input in the form of a Needs survey and a course evaluation, a Customer Service Policy has been developed

and implemented. The Minute Paper is a TQM tool that I frequently employ. It is a quick and effective way to get student feedback on lectures and application activities.

The Plus/Delta is also used to identify the strengths and weaknesses of an activity. The Crawford Slip has been an excellent way to introduce group work and generate ideas for introducing new topics. The Cause and Effect Diagram is an effective way to help students identify major ideas in the text chapters.

"TQM training has cut the amount of time, and given direction to meetings as the college moves from committees to teams. It has also helped me identify and document needs in the Reading Department such as having class roles with each student's placement scores and highest course passed on the first day of class and an updated roll with the same information by the third class meeting in order to assure accurate course placement."

FROM THE LIBRARY

Calling Shelby

The online library catalog at Shelton can now be accessed from your home or office computer by following the direction given below. You must have communications software and a modem connected to your computer.

Once you are connected with DIALPAC, you may search by author, title, subject heading, or keyword for books available in the Shelton State libraries. Although all periodical titles and holdings are included in Shelton, there are currently no online full text articles or indexes available.

In addition to searching for library materials, you may use special features that allow you to search for abbreviations (Abbreviation Finder) or related terms (Word Search), or the American Heritage electronic

dictionary.

Depending upon your computer, you may print screens on your own printer (usually by pressing the PRINT SCREEN key).

To get help once you are logged on, follow directions given in the command line at the bottom of the screen. Report any problems to the director of library services, ext. 2233, or the library systems officers, ext 2327, during regular library hours.

To make the connection with SHELBY, you will need to set your communications software as follows. You may have to experiment with terminal emulation types to find one that works for you.

Telephone No. 752-0915

Bits: 8N1

Baud Rate 2400 minimum; 9600 preferred

MNP None

Echo N

Terminal Emulation VT100

FACES AND PLACES

Former Shelton student **HISAKO LETANG** was featured recently in a story that appeared in the TUSCALOOSA NEWS. The story was on the bombing of Hiroshima that occurred 50 years ago last week. Letang was suppose to join her father in taking the train to Hiroshima on Aug. 7, 1945. However, she missed the 6 a.m. train that morning because she "couldn't get her hair to do right." Her hair probably saved her life because the 6 a.m. train pulled into the Hiroshima train station about 8 a.m. when the Enola Gay dropped the first nuclear weapon. Today Mrs. Letang lives in Northport.

***LEAH PURDUE and ERROL JONES** were married recently at Carrolls Creek Baptist Church. The couple who met while they were students and worked at Shelton

State are now students at the University of Alabama.

THEATRE TUSCALOOSA NEWS AUDITIONS SCHEDULED

Auditions for **THE MIRACLE WORKER**, Theatre Tuscaloosa and Shelton State Community College's next Mainstage production, will be Wednesday and Thursday, August 30 and 31, from 7 - 9:30 p.m. at the T. Earle Johnson Stage Center, 2214 University Blvd. Roles are available for men and boys and for women and girls, ages eight and up. Girls auditioning for the role of Helen Keller should be prepared to do some improvisation as directed. Those auditioning for other roles should be prepared to read from a script. A copy of the script is on reserve at the Tuscaloosa Public Library Reserve desk. Production dates are October 13-15 and 17-22.

MORE AUDITIONS

Auditions for Stage Centre Company, the new professional, non-equity company in residence at Theatre Tuscaloosa, have been announced. Performances are scheduled in Tuscaloosa and will be on tour throughout the southeast. Auditions will be Saturday, September 2, at the T. Earle Johnson Stage Centre. Call for an appointment.

TEAMS - THEY'RE ABOUT TO HAPPEN!

THE IMPLEMENTATION DESIGN TEAM IS WORKING ON THE TEAM SELECTION PROCESS. CRITERIA FOR MEMBERSHIP HAVE BEEN ESTABLISHED.

INVITATIONS FOR THE FIRST SYSTEM IMPROVEMENT TEAM (EDUCATIONAL PROGRAMS AND

SERVICES) WILL BE ISSUED SOON. SINCE TQM IS ONE OF THE PRIMARY REQUIREMENTS FOR TEAM MEMBERSHIP, PLEASE SIGN UP FOR YOU TRAINING NOW. CONTACT MARLEC RAY (EXT. 2262).

NOW THAT'S QUALITY

by Johnny Parker

On Tuesday, August 8, I stopped by Betty Hubbert's office to deliver some work study time sheets and noticed a beautiful bouquet of flowers sitting on her desk. I asked who had sent them to her. She told me she had received them the day before from the mother of two students who had just enrolled at Shelton. I wondered why a mother of two of our students would send Betty flowers? There must be more to this than meets the eye.

After questioning Betty further, I learned the mother was having difficulty enrolling her children for the Fall semester. The mother was so discouraged, she was ready to give up on sending them to Shelton. When this came to Betty's attention, she intervened to help the frustrated parent and to get the students enrolled.

Betty's personal attention to the needs of this customer resulted in \$1,100 in tuition, which might otherwise have been lost, not to mention a valued customer. It is unseen individual acts of quality like this that really make a difference. Thank you, Betty, for putting TQM to work.

IT'S NOT TOO LATE ---

There are several remaining slots for the National Issues Forum Leadership Training Institute scheduled for September 20-22. Because Shelton is one of the sponsors, the college has a limited number of spots available to faculty and staff. Normally the registration cost is \$195.00 per person. However, Shelton can send five people free! Call Lucy Kubiszyn, ext. 2221, if you are interested.